CHAPTER 7, SECTION E

E. RECONCILIATION AND REPORTS BRANCH.

1. TASK - Determine Interest Penalty Payments.

a. OPLOC:

(1) Interest Penalty Policy is that penalties will be charged to the bases' O & M funds. Further defined, interest is the responsibility of the base who developed/produced the obligation.

(2) Recon and Reports will receive Invoices With Interest Penalty Due, TQ00025, daily.

(a) This listing will alert FPR as to interest penalties that will require the PSR to be added to the Invoice Add screen.

(b) Compiled a listing of all possible combinations of PSRs by Site ID will be maintained by each technician in Recon and Reports.

(c) Completion of all interest PSR inputs will be accomplished prior to the close of business to ensure payments are produced from the next IAPS EOD.

(3) Adding the Interest PSR to the Invoice:

(a) View the contract/invoice/receiving report in IAPS to determine the reason for interest penalty payment.

(b) Select the appropriate PSR from master listing based on reason for interest and host base responsible.

(c) Update invoice by adding the appropriate PSR to the invoice field. Once End of Day is run, payment will be produced.

b. FSO:

If an emergency payment is made, use procedures in DFAS-DER 177-102 to apply any interest penalties due. Coordinate with the OPLOC on proper PSR to use.

c. ANG/Rome Lab:

Not applicable.

2. TASK - IAPS/BQ Reconciliation.

REFERENCE: AFM 177-390, volume III, chapter 16.

Listing that shows differences between IAPS and BQ is a function performed weekly. Prior to IAPS/BQ EOD, ensure all ICI transactions are processed and rejects cleared. Schedule this program after IAPS/BQ EOD are complete and prior to beginning any IAPS input for the next business day.

a. OPLOC:

(1) Enter Option B (Interface Processing) from the Master Menu; then enter Option G (BQ Reconciliation). This will automatically start the BQ Reconciliation program which will produce a three part listing:

(a) Reconciliation Exception Report (part 1).

1 This listing identifies basically 3 areas of concern where differences are between IAPS and BQ.

2 Coordinate closely with Systems Administration Division to ensure NBQH10 has been run. This will ensure that both data bases are at the same point in time when the recon is run.

a Document ID does not match between BQ & IAPS. Determine which system is correct by validating with hard copy document.

b If IAPS is correct, go to BQ using the "TRT1" frame, action code "QD", and the DSR/PSR; starting in card column 30, enter the correct document ID to agree with IAPS.

c If BQ is correct and payments have not been made, delete contract out of IAPS. Reload contract back into IAPS correctly.

d Once payments have been made from IAPS, document number cannot be changed in IAPS.

e If the DSR is the same, but the document ID is different, research to determine if document ID in both BQ and IAPS is correct.

f If the document ID in BQ is correct and valid, determine if it is loaded in IAPS with a different DSR. (Usually this will be a "DD" DSR.) If it is in IAPS and the balances are the same, go to the POST-POST screen, Option B, and load the DSR that is in BQ. If the balances are different, update BQ to equal the balance in IAPS.

g If IAPS document has a balance, determine why the balance was deleted from BQ and not in IAPS. If the balance should be zero, adjust the IAPS document. Utility program NTQU40 can be run occasionally to change these updated DSR's to "Z" DSRs in IAPS. This will prevent DSR pass back problems. However, NTQU40 will also create QDs to drop Save indicator for OAC 47, 36 BAL-FWD DSRs. If the balances are correct, first determine that the obligation is not recorded in BQ as a By-Others. If the obligation is not in BQ and the document is a valid IAPS document, delete the document in IAPS and reestablish the obligation properly in IAPS.

h Balance IDs C, O, and U are out of balance (between BQ & IAPS). (Commitments worked at FSO level.)

1 Determine cause of out of balance (research i.e., manual/manual payments, work order number not loaded, modifications not posted, etc.).

2 Possible corrective actions for manually prepared payments can be found in the manual processing later in this section.

3 If work order number is missing, update IAPS with correct work order number.

4 Contract modifications. See task for clearing BQ Transaction Status List and check with Obligation Administration branch.

i Difference between PSR/FSR (between BQ & IAPS). To determine cause:

1 Verify whether Accounts Management (DFAS-XX/AOA) processed a BQ address consolidation, Table D or QP/QF programs.

2 If so, coordinate with Systems Administration to run IAPS address consolidation (Option I on the interface processing menu). One recommendation is to routinely schedule the NTQF10 daily as part of end of day.

(b) BQ Records Not Found in IAPS (TQ000059):

1 Research documents to determine if they require processing into IAPS. If it is determined that they are valid, IAPS obligations should be updated with BQ suppressed, using correct BQ DSR.

2 Obligations that should be paid By-Others, should be deleted from IAPS, and have hard copy contracts sent to Intergovernmental branch. Note: IAPS has the ability to record payments made by-others but does not produce the required MAFR

transactions each contract must have the BQ-DLT field shown with an "O" and the By-Others ADSN both manually added to the contract detail record.

(c) IAPS Records Not Found in BQ (TQ000060), if they are valid load obligation into BQ after through research. If not valid delete in IAPS. Refer to ODL validation task.

(2) Ensure a copy is forwarded to each FSO.

b. FSO:

(1) Responsible for correcting commitment documents that are on the BQ Reconciliation listing. Procedures are the same as OPLOC procedures above.

(2) Coordinate with OPLOC for commitment discrepancies. Appropriate portions of the listing will be provided.

c. ANG/Rome Lab:

Same as FSO.

3. TASK - Local Purchase Payment Processing In Supply Systems.

Balance total amount of DBOF payments processed in BQ and match to applicable supply SBSS and SMAS/MEDLOG and FIABS systems updates, daily.

a. OPLOC:

(1) SBSS D29 (Local Purchase Payment Transaction List):

(a) Verify that dollar values on IAPS DOV register are equal to the processed amount on the D29 by voucher number and fund code. If dollar values do not match, determine missing or rejected transactions.

(b) For transactions that have not updated, locate unprocessed transactions by voucher number using payment vouchers or other IAPS listings to determine why transactions were not created. Process the corrected transaction into SBSS. (See 3 below.)

(c) Ensure daily reconciliation's of rejected transactions is performed. One method would be to locate unprocessed transactions by voucher number by closely reviewing the D29. For each rejected transaction, locate corrective action as directed in AFM 177-206, attachment 3, Reject and Management Notices, based on reject code for that voucher line item detail.

(d) To re-process rejected transactions access the reject file from SBSS; make corrections/additions and reprocess in accordance with AFM 177- 206, section 15.

(e) Review next days D29 to ensure transactions have processed.

(f) Track A050 management notices for fund code changes of supply item records.

(g) Prepare SF 1081 and forward to Customer Service for certification and vouchering.

(h) Prepare and process MAFR transaction; no update to supply is required.

(2) MEDLOG Updates (Local Purchase Payment Listing):

(3) This section will be revised at a later date due to the new SMAS/MEDLOG/IAPS interface procedures FIABS/Local Purchase Payments:

(a) Verify that dollar value on IAPS DOV Register is equal to the processed amount in GAFS and FIABS. (Currently providing data via data query.)

(b) Research unmatched transactions and process corrections into FIABS.

(c) Review A-D035J-101-DA-L06, Daily Error Listing, to identify local purchase payment errors and take appropriate corrective action.

(4) Create and maintain a spreadsheet or control log to log in all processed/unprocessed transactions by voucher number. Data will be used to support the Journal Voucher (JV) for unprocessed transactions (GLA 50099) at end of month for the Business Fund Branch. (See Figure 7-1 for sample spreadsheet.)

(5) Verify that the dollar value in GLA 50099 on the D-29 listing is equal to the amount processed through the BQ system. Each morning inquire the BQ system for the stock fund PSRs. Keep track of the amount(s) shown on the D-29 listing from the each End-Of-Day run, deduct the "after update" amount in GLA 50099. The difference will be the vouchers that have not processed correctly or not processed at all through the GV system.

(a) For SBSS, upload file for batch update during next End-Of-Day processing.

(b) Keep track of unprocessed vouchers on the D-29 listings by voucher number to support a JV to input to the Trial Balance in cases where all vouchers have not been processed for the month.

b. FSO:

Provide liaison function with base activities such as base supply, medical logistics and the OPLOC regarding problems with supply type transactions (e.g., local purchase payment receipts).

c. ANG/Rome Lab:

Same as FSO.

4. TASK - IAPS to SBSS, M-37 Validation.

The M37 is the SBSS equivalent of the BQ ODL. It shows the open (status, RNB, BNR) local purchase items in the SBSS. The M37 is sorted by the last five characters of the contract (e.g., P0001). The M37 for each SRAN is required to be certified quarterly. This process must be repeated for each SBSS.

a. OPLOC:

(1) Recon and Reports section will request/print M37 and SBSS Reconciliation.

(2) Manually, compare M37 against SBSS Reconciliation list or QLP out of IAPS.

(3) Research and correct discrepancies through coordination with appropriate base supply.

b. FSO:

As the quarterly reconciliation is accomplished by the OPLOC, individual details may require base supply action for correction and potential reverse post actions. FSO will be asked from time to time to follow-up with supply to ensure actions are accomplished in a timely fashion and as requested by the OPLOC.

c. ANG/Rome Lab:

Same as FSO.

5. TASK - IAPS to MEDLOG (NTQNA0).

MEDLOG - IAPS Reconciliation List (TQ000232) is produced when the incoming MEDLOG interface contains end of month reconciliation transactions (RDI). The listing is in three parts. Prior to researching this listing, the IAPS user should request the Outstanding Stock Fund Rejects List by entering OPTION I on the Optional Products Submenu. Before any research is accomplished, this list should be reviewed to determine if the rejected MEDLOG transaction may be causing the difference. Every attempt must be may by the IAPS user to clear all rejects prior to the end of the month. The IAPS user must also verify that there are no missing or rejected MEDLOG interfaces. See AFM 177-390, vol. III, section 16.4

(1) Check for missing BCAS interfaces or rejected BCAS transactions (-TQ000017 and TQ000024). Manually load contract and line items using IAPS Contract and Item Add screens

(2) If the Base Contracting Office indicates contract is valid, manually load contract and line items using IAPS Contract and Item Add screens.

(3) Coordinate with MEDLOG to determine if valid MEDLOG requisition. If requisition is valid and recorded in MEDLOG after end of month processing, no further action is necessary

6. TASK - IAPS to FIABS, Receipt Validation (A-D035J-102-MO-L39).

The A-D035J-102-MO-L39 shows the requisitions where items were received but not billed (RNB).

a. OPLOC:

(1) Manually compare A-D035J-102-MO-L39 against IAPS listing.

(2) Research all RNBs over 60 days or older in IAPS to see if payment has been made. If payment has been made, annotate listing and return to Business Funds Branch for corrective action.

b. FSO:

(1) Assist the OPLOC in resolving any transactions that require base supply action for correction and potential reverse post actions. FSO will be asked from time to time to follow up with supply to ensure actions are accomplished in a timely fashion and as requested by the OPLOC. Validate BNR (A-D035J-103-MO-L39) listing and initiate appropriate corrective action (i.e., requesting credit from source of supply and/or asking OPLOC to reverse a duplicate billing).

(2) Validate and follow-up in accordance with DoD 4000.25-7-M (MILSBILLS) on status details such as Shipped Not Credited (SNC) and Claims Receivable (CR).

c. ANG/Rome Lab:

Same as FSO.

7. TASK - Interactive Communications Interface (ICI) Processing.

This is the on-line interface system that passes transactions between IAPS/BQ and BQ/IAPS.

a. OPLOC:

(1) At the start of every business day it is recommended that Systems Administration accomplish the following steps; ensure BQ is up and running and BQ experienced no processing problem from previous end-of-day.

(2) Daily Recon and Reports should:

(a) Ensure ICI has been activated in BQ.

(b) Activate ICI in IAPS by entering Option B from the main menu and then enter Option Q.

(c) The IAPS terminal designated as the ICI interface message PID should remain open during daily IAPS processing. Monitoring the ICI message terminal, which will "beep" when an error message exists, will alert associates of any processing problems.

(d) To check the status of ICI processing in IAPS, select Option B (Interface Processing) from the main menu. Next, select Option C to view the number of ICI transactions remaining to be processed. Wait approximately five minutes, then go to Option Y, then Option C to ensure ICI is processing on line. (Total number of pending transactions should have decreased.) Warning: Be sure to enter option Y and not option S, which starts GAMPS processing.

(e) If the GAMPS option on the option C. Send BQ Transaction screen is inadvertently started (Option S), go to ICI configuration screen (Option P) and change the Relink IAPS Sent to Rej field to Y and Update. This will send the transactions back to the reject file. Run a BQ Transaction Status list to verify transactions. Then use the Data Entry Submenu BQ Rejects Fix process (Option Q) to resend the transactions to BQ.

b. FSO:

FSO Accounting Liaison personnel should check with OPLOC if there is any doubt if the system is up and running.

c. **ANG/Rome Lab**:

Same as FSO.

8. TASK - MAFR Transaction Reconciliation.

NOTE: CPAS expenditures transactions will process as a daily batch to BQ, to facilitate reconciliation between IPC and BQ.

This is the process of balancing payment vouchers by appropriation and amount between IPC and BQ.

a. **OPLOC**:

(1) Daily MAFR balancing for IAPS vouchers:

(a) Receive Daily BQ/IPC SMA recon list from Disbursing and/or Accounts Management. This listing shows any differences between IPC expense records (voucher copies) and what was actually input into the BQ system. Research the reason for these differences to determine action required. Other products used to correct MAFR differences are listed below.

(b) Process Option U on the Optional Product sub menu (BQ transaction status list) at least twice daily. This produces a 4-part listing.

1 Part 1 - To Send. Shows transactions waiting to be transmitted. to BQ. No action is required.

2 Part 2 - Transactions Sent to BQ. No action required.

3 Part 3 - Rejected Transactions. Shows all transactions that rejected in BQ or require manual intervention to update IAPS. The following are common causes for rejected transactions and corrective actions:

a AEU is Not a Positive Balance. Determine cause of out of balance by comparing contract totals and all balance ID totals to ensure they are equal in BQ and IAPS to determine the correct balance. In most cases, the movement from UOO to AEU rejected during a prior transaction and was not corrected. Take corrective action as follows: Process an XD, OU for the amount of the rejected receipt transaction, then resend rejected MAFR transaction to BQ.

b DSR does not relate to PSR. Research reason for error using BQ (ODL) and IAPS inquiry screen.

c Usually caused by DSR pass back errors that are not corrected.

d Corrective action. Use Option P (DSR document ID) on the Data Entry menu to determine contract number. Locate the contract number on the Open Document Listing (ODL) to determine the correct DSR/PSR combination. Once located, post the correct XD, UE transaction to BQ. If this is not a complete or final payment, go to Option G (Post-Post) screen, then Option B (DSR), view the incorrect DSR number and update the address to the correct DSR/PSR combination that is in BQ.

e DSR not active. See 2 above.

f Work order number not present. See work order number missing above (1a(1)(a)3a - d).

g Appropriation/data elements not in MART file or ADSN incorrect.

h Determine reason for reject by either contacting Accounts Management Branch or sign on to BQ. Once in BQ, input "INQMENU." An inquiry screen will appear. Input option 6.

i Input accounting classification data into BQ frame to check for validity.

j Once you have determined the correct input format, process the correct MAFR transaction directly into BQ.

k Find invalid X-PSR and correct erroneous data elements in the PSR base variable file.

4 Part 4-BQ Transactions Accepted. No action required; destroy list upon receipt of a new list.

(2) Daily MAFR balancing for IAPS vouchers manually input into CPAS can be balanced to IPC utilizing existing CPAS 1H1, or locally developed CA-DATAQUERY.

NOTE: Manually prepared vouchers that contain a CPAS funding line must have a contract established in CPAS prior to processing of expenditure transactions, i.e., no straight pay allowed.

(3) MAFR input for manually prepared vouchers:

(a) Obtain copy of manual vouchers annotated with the appropriate BQ address (DSR/PSR/FSR) and the copy of the manual voucher control log to insure all vouchers have been forwarded and accounted for.

(b) Post MAFR transaction per annotated voucher. If volume is sufficient create a MOOPS file and then interface it through GAMPS. Refer to AFM 177-370 Attachment 5.

(c) Perform Post-Post transaction if item was originally recorded in IAPS. (See Post-Post processing task).

(d) Review the Daily Audit list the next day to insure that the correct accounting data was entered into BQ.

(4) For MAFR reconciliation out of balance created by the Direct CPN process, see CPAS Operation Instructions for payment reporting.

b. FSO:

(1) Same as (2)(a), (2)(b), and (2)(d) above. If the MAFR transaction is against an obligation document that is in IAPS, notify the Reconciliation and Reports section of Vendor Pay branch and forward (FAX) a copy of the voucher and support documentation to OPLOC ASAP. (Prior approval from OPLOC is required for any such manual payment against IAPS obligations.)

(2) Contact the Recon and Report section for assistance in processing MAFR for any locally paid vouchers.

c. ANG/Rome Lab:

Same as FSO.

9. TASK - Branch Focal Point for IAPS/BQ Error Corrections.

ICI transactions reject for various reasons as stated above, which require correction.

a. OPLOC:

The procedures for correcting these are the same as MAFR correction task shown above.

b. FSO:

(1) Process corrections for commitment rejects. If funds are not available, contact your base FMA office to load funds into BQ to cover the amount of the commitment. Then reprocess commitment in IAPS.

(2) See Accounts Management desk top procedures for proper funds override procedures and approval authority.

c. ANG/Rome Lab:

Same as FSO.

10. TASK - Compile Prompt Payment Act (PPA) Report.

The Prompt Payment Act report (HAF-ACF(Q)1619) is a report due to DFAS-DE quarterly. Due date is 11th workday after the end of the quarter. This report shows compliance with the Prompt Payment Act for payments to commercial concerns (reference AFM 177-390, volume III, section 15, paragraph 15.3.10.6).

a. OPLOC:

(1) Due at the end of each quarter. Use the format located in AFR 177-102, chapter 43.

(a) Data is reported on a quarterly basis by fiscal year. Data will have to be collected from both manual and IAPS data and combined for a single PPA report.

(b) Automated (IAPS) (reference AFM 177-390, chapter 15). Enter the IAPS, Data Entry screen, under Optional Products Menu and select Option J; follow prompts for input of required dates. The IAPS PPA report is produced in three parts.

1 Part 1 Early Payments - Provides listing of all early payments by voucher number with space to annotate reason why payments were made early. Provides summary at end of section.

2 Part 2 Late Payments - Provides late payment and interest penalty information.

3 Part 3 Lost Discounts - Provides information on total discounts offered and lost.

(2) Manual Payments:

(a) Ensure a voucher control log is established to record all late payments, interest payments, early payments, and lost discounts.

(b) Ensure that Customer Service establishes procedures to validate data.

(c) Establish procedures to ensure that PPA data is consolidated with the automated output PPA report.

(3) Travel Accounting Branch (DFAS-XX/FPT) will provide PPA information on commercial airline tickets payments.

(4) Validate data with the Operating Budget Ledger/Allotment Ledger as appropriate.

(5) Upon report completion, send copy to DFAS-XX (FP) and Internal Review (DFAS-XX/DI).

b. FSO:

If accounting liaison makes any emergency vendor payments subject to the PPA, provide information to Recon and Reports at the OPLOC.

c. ANG/Rome Lab:

Same as FSO.

11. TASK - Post-Post Processing.

(Option G of Master Menu, then Option A (Initial Conversion)). Reference: AFM 177-390, chapter 19.

This process is for updating manually prepared payment vouchers against contracts maintained in IAPS.

a. OPLOC:

Warning: Contract should be in balance before starting this step. Ensure that the invoice, receipt, and UOO amount (as applicable) for the voucher or payment processed manually have been deleted prior to starting this process.

(1) Enter contract number requiring post-post information. View contract.

(2) If no AEP for DSR is shown, input paid amount in AEP column for that DSR. Input voucher number in LAST DOV NBR column, date of voucher, and partial payment number, A for add.

(3) If AEP is present for applicable DSR, input voucher number in LAST DOV NBR, date of voucher, and partial payment number; enter Option A to Add DOV.

(4) Update DSR AEP total by adding voucher amount to current AEP amount.

(5) Enter Line number for applicable DSR and Option L to update.

b. FSO:

No action required.

c. ANG/Rome Lab:

No action required.

12. TASK - Suspense/Deposit Account Validations:

Maintain suspense/deposit account ledgers and reconcile account balances with Allotment Ledger on a monthly basis. Suspense account addresses should be created with a sub-PC code.

a. OPLOC:

(1) Replacement Check Accounts (57F3880):

(a) Maintain in a separate file all paid vouchers citing the 57F3880 appropriation. Log voucher information into appropriate manual spreadsheet to control all payments. Obtain correct DSR/PSR for affected base. Establish individual DSRs for each replacement check voucher created. Maintain copy of voucher in file.

(b) When By-Others transactions are received by Disbursing Division or DFAS-XX/FPG, they will contact Recon and Reports for correct data base address to post By-Others.

(2) Federal income tax withholding (57X68750010):

(a) Maintain a copy of voucher and place copy in suspense file (maintained for each base) for monthly reconciliation with PC based W-2 processing system maintained in the Recon and Reports section.

(b) Receive all printed SF 1034 with tax withholding entries. Process voucher via the IAPS manual voucher processing or through manual procedures, SF Form 1096 is no longer required.

(c) Once a month receive a listing of all W-2 information and reconcile with vouchers in suspense file per base.

(d) At the end of each quarter, after the monthly reconciliation, complete required report and forward to the Internal Revenue Service.

(e) Prepare an SF 1034 and to submit to IRS.

(f) At the end of the calendar year (31 Dec), prepare annual tax report for submission to IRS.

b. FSO:

No action required.

c. ANG/Rome Lab:

No action required.

13. TASK - Prepare the TD Forms 1099 and W-2.

This is an annual requirement to report to the Internal Revenue Service income paid to U. S. citizens and legal immigrants (any one that holds a social security number) who have received payment(s) by a government agency over $600.00.

a. OPLOC:

(1) Begin approximately mid-November in preparation for the report:

(a) Obtain a current copy of the Vendor listing to research and validate the individuals that require reporting to the IRS (reasons for validation).

(b) Ensure all eligible vendors have tax IDs. Combine payment totals for all multiple vendor codes that apply to a single vendor.

(c) Coordinate with Systems Administration to run the NTQL30 after IPC has posted the last check for the calendar year, but before the first check run of the new year is processed.

(d) After the NTQL30 has run, schedule the Prior Year TD Form 1099 (Option X on the Optional Product Menu). Review the listing output to ensure that all vendors identified in step (1)(b) are present and correct.

(e) Obligation Administration must ensure contracts which require withholding have appropriate tax ID number (TIN) listed and input to IAPS.

(f) Once corrections are made, run and print the TD Forms 1099. You may find that all vendors could not be combined and that manual TD Forms 1099 will have to prepared.

(g) Mail completed TD Forms 1099 and listing.

(h) Mail applicable copies to the individual not later than January 31st.

(i) Mail IRS copies of TD Forms 1099 to IRS not later than the last day of February with copy of TD Form 1096 summary report.

(j) Coordinate with Systems Administration to ensure that the next years 1099s are ordered no later than the end of June.

(2) W-2 Processing:

(a) Enter tax withholding information on the personnel computer based W-2 processing system; produce W-2 and forward to member.

(b) Process MAFR on non-IAPS generated.

(c) No less than quarterly, reconcile the local suspense account used to accumulate withheld amounts to retained hard copy documents. Prepare an SF 1081 to transfer funds from local suspense account to centrally maintained deposit fund.

b. FSO:

Not applicable.

c. ANG/Rome Lab:

Not applicable.

14. TASK - Quarterly Open Document Listing (ODL) Certification.

The ODL is required to be certified quarterly per AFR 177-101, chapters 18 through 20. This certification is to verify that all commitments and obligations are recorded accurately and supported by a valid commitment or a legal obligation document. See reconciliation procedures in the attachment to the chapter.

a. OPLOC:

(1) Certification of IAPS (Automated) obligations are considered complete only if the following actions are accomplished:

(a) The BQ Reconciliation has been completed on a regular and consistent basis. (See BQ Reconciliation Task.)

(b) The Dormant Obligation listing is worked aggressively with coordination with FSO and the base's contracting office. (See Dormant Obligation List Explanation.)

(c) Certification of obligations not in IAPS will require at a minimum: certification against the hard copy source document that the obligation amount is correct and valid, correct accounting classification is present, document ID is correct, including work order number if required and dormancy/age of the obligation.

(d) Schedule ODL at least quarterly through System Administration.

(e) Review hard copy ODL to ensure all obligations are recorded in the correct Processing Center(PC)/Sub-processing Center(Sub-PC). QD any invalid entry to the proper PC/Sub-PC.

(2) Break down, distribute, and set up suspense for completion of the ODL certification by Sub-PC code, if used. Reconciliation and Reports will be responsible for the certification of all IAPS, and miscellaneous obligations by sub-PC, other than By-Others, which will be done by the Intergovernmental branch.

(a) During this process, identify items requiring movement to the inactive suspense file and/or deobligation per AFR 177-102, chapter 14, paragraph (9)(d).

(b) Prepare QD transactions to move records to the inactive suspense file designated inactive suspense sub-PC code (e.g., S9).

(c) QD date of future deobligation, 6 years from date of receipt, use TRT position 104.

(d) Annotate file label, bold red, to reflect year and month for destruction.

(e) Maintain files separate from active files for six years from date of receipt of goods or services (Statute of Limitations). After statute of limitations expires, Recon and Reports section will deobligate funds. Recon and Reports will then destroy the file.

(f) Items placed in the inactive suspense sub-PC will be reviewed quarterly for expiration of the statute of limitation for deobligation.

NOTE: Do not delete Document Save Indicator using QD transactions unless DSR is not found in IAPS.

(3) For CPAS, review the 2P1 product or CA-DATAQUERY for obligation validation. To identify dormant contracts requiring additional follow-up, utilize J041/AMIS products.

b. FSO:

(1) Ensure IAPS/BQ and CPAS reconciliation is accomplished as required in that task for commitment transactions.

(2) Reconcile and validate all commitment documents using appropriate IAPS or CPAS system products which match the ODL balances and hard copy documents. If during the course of the reconciliation it appears the OPLOC is missing obligation documents, obtain and immediately send copies to the OPLOC, DFAS-XX/FPO.

c. ANG/Rome Lab:

(1) ANG office is responsible for validation of ODL balances for all items citing their funding.

(2) Use methods identified as OPLOC tasks above and the attached ODL reconciliation instruction guide.

(3) Rome Lab Same as FSO.

15. TASK - BCE Integrated Transaction List.

This listing is received from the Base Civil Engineers and shows BQ AEP and AEU transactions that have rejected in the Civil Engineers (CE) Work Order Information Management System (WIMS). BQ transactions that affect CE cost centers are extracted from the BQ EOD process and interfaced into BCE WIMS. BCE annotates this listing with corrective action required.

a. OPLOC:

(1) Receive the annotated copy of the BCE Integrated Transaction listing from the Accounts Management Branch (reference: AFM 177-370, chapter 53).

(2) Research rejects on the listing to determine if the corrective action will effect accounting records.

(3) Coordinate corrective action with Accounts Management and Recon and Reports:

(4) Wrong work order number - Process corrective action in IAPS suppressing BQ. Reverse original incorrect transaction processed in BQ. Then process correct transaction. MAKE SURE YOU PROCESS WITH BACK DATE IN BQ.

(5) Incorrect cost system indicator. Process a BT transaction in BQ with and back date. (QP transactions may be required in some cases. Coordinate closely with Accounts Management and Recon and Reports Branch.)

b. FSO:

Coordinate with base CE when necessary to provide copy of BCE Integrated Transaction List to OPLOC.

c. ANG/Rome Lab:

Same as FSO.

16. TASK - Distribution of End-of-Day Products.

Systems Administration is tasked with sending all end of day products to each branch as indicated below. Recon and Reports is the main liaison between Vendor Pay and Systems Administration.

a. OPLOC:

(1) BCAS Interface Records Not Processed - send to Obligation Administration.

(2) Contract Office Not Provided Interface - send to Obligation Administration.

(3) BCAS Records Added/Suspended - send to Obligation Administration.

(4) BCAS Update Error List - send to Obligation Administration.

(5) IAPS Labels - send to Obligation Administration.

(6) Contract Purchase Request Auto-Obligation List - send to Obligation Administration.

(7) Daily Medical Interface - send to Recon and Reports:

(a) Obligation Administration receives all contracting documents/lists.

(b) Recon and Reports receives all automated supply system receipt data.

(8) Daily Vendor Receipt/Return - send to Recon and Reports:

(a) All receipt data from the SBSS, MMAS, and FIABS systems are interfaced into IAPS at EOD.

(b) Confirm if all receipt files and details have accepted or rejected.

1 If receipts accepted, no action is required.

2 If large numbers of receipts are rejected, the primary reason is a wrong batch number was interfaced. Verify with batch numbers are correct. If batch number is correct, go to Data Entry sub-menu and process Option R (Receipt Sub-Menu); then process Option D (Receipt Interface Error Processing). Next, process Option P (Process rejected receipt file). This file will be processed during next end-of-day. Go back to the Master Menu and process Option E (Base Variable File). Then process Option G (SRAN) and change BATCH NBR FROM to the batch number you just corrected. If batch number is incorrect, we have missed an interface. Contact Systems Administration to recover lost interface file.

(9) SRANs for receipt images - send to Recon and Reports:

(a) Listing tells user which SRANs (Base Supply Offices) sent receipt images to IAPS. Alerts user which SRANs did not send receipt images.

(b) If receipt images were not sent to OPLOC by any SRAN, contact Systems Administration, or if appropriate, the base supply RPS monitor to determine if an end of day was run and possibly not received.

(10) Receipt control images received - send to Recon and Reports.

(11) MEDLOG To IAPS Interface List TQ000230MMAS/IAPS recon list - send to Recon and Reports.

(12) IAPS total for SMAS - send to Recon and Reports.

(13) Outstanding Purchase Request - send to Obligation Administration (info copy).

(14) Follow-up For Invoice - send to Customer Service.

(15) Unprocessed Receipt Transactions - send to Recon and Reports.

(16) AFO/BCO Receipt/Item Discrepancy - send to Recon and Reports.

(17) Manually Added Receipts And Potential Duplicates - send to Recon and Reports.

(18) Advance Notice Of Expiring AF Forms 616 - send to Obligation Administration.

(19) Over-obligated AF Forms 616 - send to Obligation Administration.

(20) Invoices With Interest Penalty - send to Recon and Reports.

(21) Partial Invoices For Contracts Requiring Full Payment - send to Data Entry.

(22) Unreconciled Invoices - send to Data Entry.

(23) Overbilled Invoices-No Pay - send to Customer Service.

(24) Payment Forecast - send to Customer Service.

(25) Invoice Computation List - send to Data Entry.

(26) Invoices Not Scheduled For Pay - send to Data Entry.

(27) Voucher creation error list - send to Customer Service.

(28) SF 1034 - send to Data Entry.

(29) Voucher control log - send to Customer Service.

(30) DOV register (MACRO DOV) - send to Customer Service.

(31) SF 1034 Continuation sheet - send to Data Entry.

(32) SF 1096 preparation list - send to Recon and Reports.

(33) Consolidated voucher certification sheet - send to Customer Service.

(34) Vouchers DOV'd with out check numbers - send to Customer Service.

(35) Receipt/payment fund code discrepancies - send to Recon and Reports.

(36) BQ payment transaction not created list - send to Recon and Reports:

(a) Research reason for transaction not being created. The major reasons are listed below:

1 PSR not in Base Variable File - Determine correct PSR and use POST-POST DSR update (Option B). Update correct PSR address.

2 IAPS will create a backdated MAFR transaction on your next EOD. If MAFR date is current and MAFR must be balanced, update BQ manually. Back out the IAPS transaction if it does not reject in BQ.

(37) IAPS interface to SBSS/SMAS - send to Recon and Reports.

(38) CPAS products distribution will be accomplished utilizing tables established in the DJDE, CA-DISPATCH records.

b. FSO:

(1) See Systems Administration desk top instructions for product distribution.

(2) CPAS products distribution will be accomplished utilizing tables established in the DJDE, CA-DISPATCH records.

c. ANG/Rome Lab:

See Systems Administration Desk Top Instructions for product distribution.

17. TASK - Optional IAPS Products for Recon and Reports.

IAPS Optional products used by Recon and Reports to identify out of balances, follow-up, MAFR balancing, and various reconciliation's.

a. OPLOC:

(1) Vendor/Contract Transaction History Report (Option A) - This list is used to determine contract record changes and identify Tech-IDs. Also used to identify unexplained changes in vendor or contract information.

(2) Contract List Request (Option F) - This is used for research purposes to validate BQ recon and dormant obligation list. Can be used to assist in data base clean up efforts (e.g., A type contracts). Can be run under different select/sort options.

(3) Inactive Contract List (Option G) - Provides list of M-type contracts that have not had activity since estimated date of delivery. Forward list to base contracting for validation to determine if requirement still exists. Can be used in conjunction with the M37 reconciliation.

(4) Dormant Obligation Follow-up List (Option H) (2 parts):

(a) This is used to determine if obligations that have had no activity for 75 days are still valid.

(b) Reconciliation must be accomplished at least quarterly.

(c) Review list first for invalid obligations (e.g., VPRs not taken).

(d) Mail out remainder of listing to FSO for status and verification of obligation. Set suspense date for return of listing.

(e) Return invalid obligations to Obligation Administration for proper disposition and action.

(5) PPA information List Request (Option J). (See TASK 8 for Prompt Payment Act.)

(6) SBSS Reconciliation List (Option L) - This is used to reconcile open obligations for a SRAN with the open items displayed on the applicable supply system open item list. See M37 and F2M reconciliation procedures.

(7) Over Received Follow-up to Supply (Option M):

(a) This list is used to follow-up to supply to obtain corrective action on items that were received in quantities in excess of those ordered.

(b) Run at least quarterly in conjunction with reconciliation of M37.

(c) Send to supply for annotation. File suspense copy. When list is returned from supply, make adjustments based on annotations.

(8) D035 LP Report Request (Option O).

(9) Active PSR Data Element List (Option T) - This list is used to help research invalid MAFR transactions, particularly for X-PSRs. Run as required. Make corrective action if necessary.

(10) BQ Transaction Status (Option U). See MAFR transaction reconciliation task.

(11) Prior Year 1099 Reports (Option X). See Preparation of the TD 1099 task.

b. FSO:

Not applicable.

c. ANG/Rome Lab:

Not applicable.

18. TASK - Maintain IAPS Base Variable Files.

REFERENCE: AFM 170-390 Volume III, chapter 5.

The IAPS base variable file stores basic data IAPS uses in many of its processes. Below is a brief description of each of the files. Most of the data will be entered upon initiation of the OPLOC and will not require update except as noted below.

a. OPLOC:

(1) UOC (Unit of Currency Code), commonly referred to as the "budget rate" or "obligation rate" used by overseas sites only. UOC codes should be the same as those created by Accounts Management. These codes are updated annually based on Congressional, SAF/FMB, and MAJCOM rates. They are used to convert obligations in foreign currency to the U.S. dollar equivalent.

(2) Stock/Investment Addresses - Stock Fund's PSR addresses used to process stock fund MAFR transactions. These addresses should be built with SMA code Z.

(3) Supply Exchange Rate used by overseas sites only - Conversion rate for supply local purchase items purchased with foreign currency. Updated when the actual currency rate varies from the supply rate by more than plus or minus 5 percent. Whenever you update this in IAPS, you must coordinate with the FSO's Base Supply by running a 1XT transaction. This will ensure the rate in the SBSS system and IAPS are equal.

(4) RAFO - Name of the Director of Financial Operations. Identifies the Deputy Director for Finance, account holder.

(5) Foreign Currency Paying Office - Used to create vouchers paid in foreign currency that are not paid by your station. Do not use any code that is paid by your station.

(6) Disbursement Voucher Number - Change to number one before first voucher is created for new fiscal year. Also, update FY to new fiscal year.

(7) SRAN - Used to sort outgoing and incoming interface files to appropriate files. Also used to assign the correct Stock Fund PSR address for MAFR.

NOTE: Record must be updated after end of year processing.

(8) Cost Effective Discount Rate - Updated annually 1 January per rate established in AFR 177-102, chapter 2 (usually IMC message). Used to compute cost effective discount rate cut off.

(9) Country Codes - Two digit abbreviation of foreign countries.

(10) BCO - Identifies base contracting offices that service your office.

(11) Interest Penalty Rate - Updated Semiannually 1 January and 1 July, rates are established in AFR 177-102, chapter 12 (usually updated by IMC message). Used to compute interest penalties.

(12) IPC currency rate - Entered by IPC daily for each foreign currency paid by your station. Review daily to ensure it has been updated for the MAFR date on the IAPS EOD and Manual Voucher print process. Used to convert foreign currency payments to U.S. dollars.

(13) Business date - updated by EOD process. This date is used for creation of most non-MAFR BQ transactions.

(14) PSR Appropriation Table - options E, F, and I on the IAPS Interface Processing Menu. (These options must be scheduled after notification by Accounts Management Section that the BQ Table C, QP/QF Update, or Address Consolidation, respectively, have been run).

(15) DAFO - Identifies the FSOs under your OPLOC.

(16) Accounting Station Authorization - Used to assign the sending and receiving file qualifiers. The only one required is a "TQ" record made up of 0TQ0 (ALN) (PLN) 00.

(17) Receipt Follow-up - OPLOC may need to coordinate with FSO to establish follow-up codes for tenant units that do not flow documentation through the FSO.

b. FSO:

(1) With the exception of Receipt Follow-up, FSO will not have any responsibility for the IAPS Base Variable File. FSO will be responsible for the maintenance of receipt follow-up addresses at their station. Current follow-up codes are essential to ensure receiving report follow-up letters are sent to the proper office.

(2) Access to the PSR appropriation table for the addition of X-PSRs.

(3) Ensure the 1XT is coordinated through Base Supply.

c. ANG/Rome Lab:

Same as FSO.

19. TASK - FIABS to Supply (Stock Control & Distribution, i.e., D035A, D035K, D034A, D151) Systems Reconciliation.

a. OPLOC:

Using FIABS on-line system and data query capabilities, research and initiate corrective action for out-of-balance conditions on Reconciliation Summary List (A-D035J-101-MO-L35).

b. FSO:

Not applicable.

c. ANG/Rome Lab:

Not applicable.

20. TASK - Prevalidation of Obligations.

See Attachment 1 at end of Chapter 7.